

**Trinity Episcopal Church  
Minutes of the Vestry Meeting  
Monday, December 18, 2017**

**Present:** Rob Baldwin (Rector), Susan Terry (Assistant Rector), Steve King (Senior Warden), David Severance (Junior Warden), Jennifer Attocknie, Katie Bieker, Brenda Clary, Heather Eichman, Andrew Hoyt, Kim Mandle, Allison Marker, Katherine McGillivray, Chuck Olcese, Maria Thompson (Clerk)  
**Absent:** Bill Benso, Nora Clark

**Call to Order**

The meeting was called to order at 6:30 p.m. Fr. Rob read a prayer to open the meeting.

**Declaration of Quorum**

A count was taken and a quorum declared.

**Approval of the Minutes of the November 2017 Meeting**

Kim made a motion to accept the Minutes of the November meeting. Brenda seconded, and the motion passed by unanimous vote.

**Rector's Report (in addition to written report – attached)**

Elizabeth Miller has agreed to become our new treasurer.

Bianca Elliott will be ordained on January 6<sup>th</sup>.

Summer break-in

Two of the teenagers who broke into the church during the summer have fulfilled 18 of their 20 hours of service, and have been very helpful with coffee hour on Sunday mornings. We are considering commuting the final two hours of their time. The third young man has not been in touch with us, but might be doing his service elsewhere.

David made a motion to commute the community service time for the two young men who have worked 18 of their 20 required hours of service, and to continue working with the third young man. Allison seconded, and the motion passed by unanimous vote.

**Treasurer's Report**

Brenda presented the draft of the 2018 budget, which is still somewhat incomplete.

- The amount in "Contributions/Not Designated" is conservative.
- The budget as presented does not include raises for any staff.
- There was a suggestion to separate the Rector and Assistant Rector lines from the rest of the salary lines.
- The only office staff member who is getting benefits is Sheryl Poole.

Fr. Rob and Mthr. Susan left the room while the Vestry went into executive session to discuss the payroll.

Brenda made a motion to: 1) increase Mthr. Susan's salary to \$38,250 or by 2%, whichever is less; 2) give 2% increases to Fr. Rob and the office staff. Heather seconded, and the motion passed by unanimous vote.

Katherine made a motion to not increase the salaries of the Music staff in 2018. Katie seconded, and the motion passed by unanimous vote.

Steve made a motion to have the final draft of the budget emailed to all Vestry members, then voted on by email within three weeks so it can be ready for the Annual Meeting. Kim seconded, and the motion passed by unanimous vote.

#### **Assistant Rector's Report**

Advent is going well, but is very busy. The Posada has been moving along, many wreaths were made, and the tree is decorated with Chrismons. Pageant rehearsals are also going well. We will have the nursery open for the pageant service on Christmas Eve.

#### **Senior Warden's Report**

The Nominating Committee (Steve, David, Nora and Jennifer) have talked to many people about running in the January elections, but have no commitments yet.

#### **Junior Warden's Report**

Scott Temperature did some maintenance work on the HVAC systems and expressed concerns about the system in the Matthews Center. It will probably need to be replaced in the next year. The other units are in good shape.

Several of the lights in the sanctuary are burned out. Replacing those bulbs will be a big job, and David suggested we replace all of the sanctuary bulbs with LEDs while we're at it.

We have a cost estimate from Reuschoff for installing motion detectors and a new key pad for the kitchen door. The initial cost to set up the system is around \$1,800, then it would be \$40/month for their monitoring service. David is going to get an estimate from another security company.

#### **Announcements During Services**

Some parishioners have expressed concerns about the amount of time that is spent on announcements during services.

#### **Adjournment**

The meeting adjourned at 8:30 p.m.

Respectfully submitted,  
Maria Thompson, Clerk

Rector's Report: December 18, 2017

After a busy month of baptisms, etc. during December, the Advent season has seemed fairly routine as Advent seasons go. We have had several Advent-related activities: wreath making, the Chrismons tree, the Angel gift tree, and a visit from St. Nicholas.

With Christmas Eve on a Sunday, we have had to make some accommodations. On Sunday morning, there will be a single service at 9:00 AM, a Rite II Eucharist with no music. Sunday evening will have two services: the Christmas pageant at 5:30 PM and the Christmas Eve service at 10:30 PM. On Monday, Christmas day there will be service at 10:30 AM.

In addition, we will be having a joint memorial service for Elizabeth Miller's parents, Richard and Barbara Miller, on December 21 at 2:00 PM.